



**Minutes of the Regular Meeting of the
Continuous Accreditation Readiness Team (CART)
Tuesday, November 4, 2014, 3:30 p.m., Board Room**

Administrative Council	<input checked="" type="checkbox"/> Nicholas Akinkuoye - VP	<input checked="" type="checkbox"/> John Lau - VP	<input type="checkbox"/> Todd Finnell - VP	<input type="checkbox"/> Efrain Silva - Dean
	<input type="checkbox"/> CHRO	<input checked="" type="checkbox"/> Tina Aguirre - Dean	<input checked="" type="checkbox"/> James Patterson-Dean	<input checked="" type="checkbox"/> Ted Ceasar - Dean
	<input type="checkbox"/> Sergio Lopez - Dean	<input checked="" type="checkbox"/> Susan Carreon - Dir.	<input type="checkbox"/> Jeff Cantwell - Dir.	<input type="checkbox"/> Gloria Hoisington- Dir.
	<input checked="" type="checkbox"/> Jose Carrillo - Dir.	<input type="checkbox"/> Jeff Enz - Dir.	<input type="checkbox"/> Carlos Fletes - Dir.	<input type="checkbox"/> Becky Green - Dir.
	<input type="checkbox"/> Betty Kakiuchi - Dir.	<input type="checkbox"/> Omar Ramos - Dir.	<input type="checkbox"/> Lisa Seals - Dir.	<input type="checkbox"/> Rick Webster -Dir.
	<input type="checkbox"/> Bill Gay - PR Consult.			
Instructional Council (Dept. Chairs and Coords.)	<input checked="" type="checkbox"/> Kevin White	<input checked="" type="checkbox"/> Allyn Leon	<input type="checkbox"/> Dave Drury	<input type="checkbox"/> Ed Wells
	<input type="checkbox"/> Rick Goldsberry	<input type="checkbox"/> Becky Green	<input checked="" type="checkbox"/> Kathleen Dorantes	
	<input type="checkbox"/> Jose Lopez	<input checked="" type="checkbox"/> Jill Nelipovich		
Other	<input type="checkbox"/> Trini Arguelles (NT)	<input type="checkbox"/> Michael Heumann (T)	<input checked="" type="checkbox"/> Brian McNeece (T)	<input type="checkbox"/> Frank Hoppe
	<input type="checkbox"/> Jessica Waddell (CC)	<input type="checkbox"/> Oscar Hernandez (T)	<input type="checkbox"/> Norma Nunez (NT)	
	<input type="checkbox"/> Martha Garcia (NT)	<input type="checkbox"/> Mary Carter (CC)	<input type="checkbox"/> ASG Rep	
Visitors:				
Recorder:	Linda Amidon			

- A. Call to Order – Brian McNeece
 - The regular meeting of the Continuous Accreditation Readiness Team (CART) was called to order by CART Co-Chair Brian McNeece at 3:35 p.m.
- B. Review and Approval of Minutes of October 21, 2014 Meeting – Brian McNeece
 - M/S/C Aguirre/White to approve the minutes of the October 21, 2014, meeting as presented
- C. Update on Previous Discussion Items
 1. Report from Follow-Up Writing Team for Recommendation 1 and Status of Evidence
 - The latest draft response was reviewed last Friday by editors and readers Brian McNeece, Tina Aguirre and Linda Amidon; the deficiencies identified by ACCJC appear to be fully addressed in the response; the response was referred to CBO and Recommendation 8 Team Lead John Lau for use in the response to Recommendation 8
 - Recommendation 1 Team Lead Dean Ted Ceasar reported that all evidence has been gathered; and Student Services Administrative Assistant Adriana Sano will link the documents in the response
 2. Report from Follow-Up Writing Team for Recommendation 8 and Status of Evidence
 - Editors and readers Brian McNeece, Tina Aguirre, CIO Akinkuoye, and Linda Amidon met yesterday with CBO Lau to address further questions and concerns; recommendation was made to clarify the section on other post-employment benefits (OPEB), and to add another year of projections to existing tables
 - CBO Lau reported that Team 8 will meet tomorrow to review the latest comments and recommendations
 3. Review Timelines
 - The timeline reflects updates as of the last CART meeting (October 21, 2014)
 - Discussion:
 - Need a status report on program review and budgets

- Are 2013-2014 program reviews to be entered completely in SPOL, or objectives only?
 - Instructional Council has prioritized new faculty positions only; prioritization of replacement faculty still needs to take place
 - Enrollment management data needs to be made part of staffing prioritizations
 - Special meetings of committees will need to be scheduled in order to accomplish tasks in the timeline
4. Student Survey
- The Survey Money account has not yet been upgraded, so the survey has not yet been sent
5. Actionable Achievement Plans – Review of Assignments
- An Information Technology representative was not in attendance to provide an update on the actionable achievement plan related to technology and the IVC website
 - The IT department will conduct its own student survey
 - Focus on the actionable achievement plans to be addressed in the Mid-term Report will take place after the Follow-Up Report is completed
6. Review of Mid-term Report Writing Team Assignment Detail and Assignments for Each of the Sub-standards
- The Writing Teams were updated and the roster will be sent to Academic Senate and College Council
 - As with the Follow-Up Report, the timeline to complete the Mid-term Report is tight
7. Committee Self-Evaluation
- CART will complete a self-evaluation at the end of the fall and spring semesters
- D. New Discussion
1. EMPC Update
- EMPC Co-Chair Ted Ceasar reported on items discussed at the EMPC meeting held last Friday:
 - The committee completed the EMPC self-evaluation
 - The EMPC Bylaws developed by CART Co-Chair Brian McNeece were reviewed and the committee recommended some changes
 - Superintendent/President Jaime has asked EMPC to review the visioning notes
 - The committee reviewed a draft of the response to Recommendation 1
- E. Action Items
1. CART Bylaws and Standing Rules; and
2. CART Membership
- The committee reviewed and revised the Bylaws prepared by ALLS Dean James Patterson and updated by Co-Chair McNeece; the document represented a merging of the Bylaws and Standing Rules presented at the last CART meeting
 - M/S/C Akinkuoye/Aguirre to approve the Bylaws as modified
- F. Adjournment
- The meeting was adjourned at 4:30 p.m.
- G. Next Meeting
- CART meets the first and third Tuesday of each month at 3:30 p.m. in the Board Room.
 - **The next regular meeting: November 18, 2014, in Room 806**